



THE CITY OF SAN DIEGO

## HOW TO OBTAIN A PUBLIC RIGHT-OF-WAY PERMIT FOR

# Traffic Control

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 502, SAN DIEGO, CA 92101  
CALL (619) 446-5150 FOR INFORMATION OR FAX (619) 446-5489

INFORMATION  
BULLETIN

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This information bulletin explains how to obtain a Traffic Control permit.

### I. WHEN IS A PERMIT REQUIRED?

A Public Right-of-Way Permit for Traffic Control is required for all public improvement projects, construction projects, and other work which encroaches into the public right-of-way including the sidewalk area (SDMC 62.0306).

### II. PERMIT APPLICATION

Complete a Public Right-of-Way Permit for Traffic Control form and submit a traffic control plan. This sheet is available at the Traffic Control Permits counter upon request. See "Components of a Typical Traffic Control Plan," below.

### III. TRAFFIC CONTROL PLANS

Traffic control plans shall conform to the latest editions of City of San Diego Standard Drawings, Appendix "A"; Caltrans Manual of Traffic Controls for Construction and Maintenance Work Zones; and Standard Specifications for Public Works Construction, including Regional Supplemental Amendments and City of San Diego Supplemental Amendments. Information needed prior to permit issuance is listed below:

1. Work start/end dates (a minimum of two [2] working days notice required prior to beginning of work).
2. Name of street where work is being done.
3. Cross streets.
4. Thomas Brothers map coordinates.
5. Work hours (standard 8:30 a.m. - 3:30 p.m.).
6. Contractor name/address/phone number/FAX number.
7. Posted speed limits.
8. A plan view drawing of the project which includes the following:
  - a. The street segment/intersection containing the location of the project work area.
  - b. Dimension to the nearest cross streets on either side of the work area if the project is located in a mid-block street segment (use break lines if necessary).
  - c. A north arrow.
  - d. Location of parking (note: if metered parking, provide the meter number which is stenciled on the pole or meter head).

- e. The location and dimensions for special curb zones, such as red, yellow, white, green, and blue. Also, show and dimension any Bus Stop zones and driveway openings. Indicate what the driveway is serving (single family, apartment, commercial).
- f. Existing dimensions for the following:
  - 1) Street widths.
  - 2) Lane widths including bike lanes and parking lanes.
  - 3) Sidewalk width.
- g. For construction project provide the following:
  - 1) The size of the work area (width and length).
  - 2) Construction signs (type and spacing).
  - 3) Flashing arrow boards (as required).
  - 4) Delineator patterns for transition area, buffer space, work area, and termination area.
  - 5) Advance warning sign spacing and length of transition area.
  - 6) Detour plan (if required).
- h. Handling of pedestrians (including disabled) and bicycle routes/paths.

Additional items may be required depending on the scope of the project. Call Traffic Control at (619) 446-5150 for more information.

### IV. PERMIT FEES

The Public Right-of-Way Permit for Traffic Control fee is charged to recover City costs for office and field review of construction traffic control plans. The fees for each project are charged based on the following guidelines:

**Temporary Work:** Where travel lanes, including through lanes, turning lanes, bike lanes, parking lanes and sidewalks are reopened to traffic on a daily basis as specific by the work hours on the permit.

First block/intersection (less than 3 weeks) .....	\$276
Each additional block/intersection (per week) .....	\$70

**Continuous Work:** Where travel lanes (through lanes, turning lanes, alleys, bike lanes, sidewalks) are closed over 24 continuous hours, or where parking is temporarily prohibited over seven (7) calendar days.

First block*/intersection (less than 3 weeks) .....	\$276
Each additional block*/intersection (per week) .....	\$70

\*A "block" is the space between street intersections. Blocks over 600 feet count as more than one block.

**Parking Meters:** Fees are required for parking meters that cannot be used due to the location of the project.

Meter head & post removed .... \$137 ea.+ \$6/day per meter  
Meter bagged (per day) ..... \$6

**Work Without a Permit:** Any work requiring a traffic control plan which is undertaken without an approved permit or with an expired permit will be charged double the normal fee amount. (Municipal Code 62.0104 [h][3])

## V. AGENCY NOTIFICATIONS

When applicable, the contractor shall notify all the following agencies five (5) working days prior to starting work: Police Department Dispatch, Fire Department Dispatch, Waste Management - Refuse Collection, San Diego Transit, Communications and Electrical - Traffic Signals and Underground Service Alert. In addition, the contractor shall notify property owners and/or tenants prior to closure of driveways.

## VI. POSTING NO PARKING

The contractor shall post Tow-Away/No Parking signs twenty-four (24) hours in advance of commencing work and shall bag parking meters (where applicable).

## VII. EXTENSION TO PERMIT

Under certain circumstances a permit may be extended. This extension, with approval by the City Engineer, may be done in person or by FAX and may be subject to additional permit fees. Extensions must be submitted two (2) working days in advance of permit expiration. Call Traffic Control at (619) 446-5150 for more information.

## VIII. INSPECTIONS

All work sites are subject to inspection by City personnel without prior notification. The City Engineer reserves the right to observe the traffic control plans in operation and to make any changes as field conditions warrant. Any changes shall supersede the previous approved plans.

## Components of a Typical Traffic Control Plan

